

POSTGRADUATE RESEARCH TALK SERIES 12/2023

SURVIVING AN ORAL DEFENSE OF DISSERTATION/THESIS

11 Disember 2023
(Monday) 10.00 a.m.-
12.00 p.m. Online
(Webex)

Meeting Number:
2642 808 5861
Password:
RTS2023

Postgraduate Studies
Unit, UUM COB

Moderator

Fatin Syazwanī Safiyuddin
Doctoral Student
Islamic Finance and Banking



Speaker
Prof. Dr. Nor Hayati Ahmad
IBS-COB

Organized by:
Postgraduate Studies Unit, UUM COB and
Islamic Business School (IBS-COB)

VIVA-VOCE

⊗ ORAL EXAMINATION ⊗ ORAL DEFENSE

VIVA IS AN ORAL TEST OF HOW WELL YOU KNOW
ABOUT YOUR RESEARCH PROCESS & YOUR THESIS

WHY FEAR VIVA?

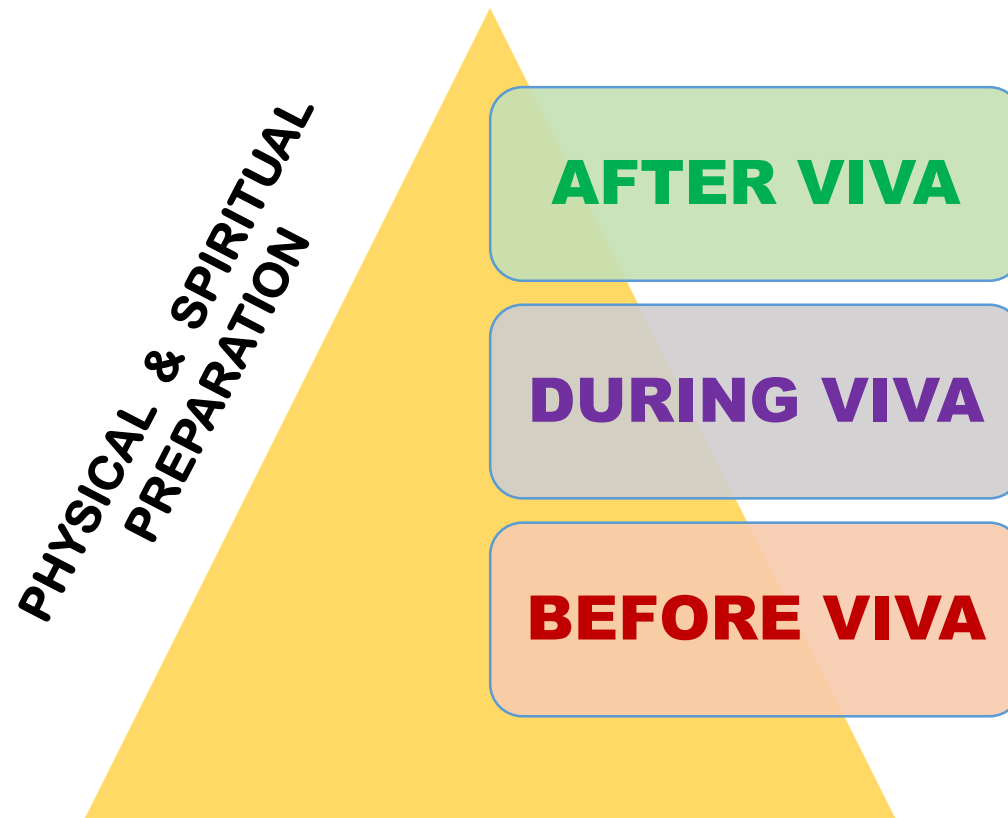
⊗ **EXAMINERS' QUESTIONS**
NOT KNOWING WHAT TO EXPECT & HOW TO ANSWER THEM

⊗ **PRESSURE**
YOU ARE UNDER PRESSURE TO SPEAK ELOQUENTLY IN **20**
MINUTES ABOUT THE WORK YOU DID IN 4 YEARS.

⊗ **THE RESULT:** PASS, PASS WITH MINOR CORRECTIONS, PASS
WITH MAJOR CORRECTIONS, RE-VIVA, FAIL

HOW TO SURVIVE A VIVA ??

PREPARATION & PRAYERS





VIVA

- **PHYSICAL
PREPARATION**

CLEAR YOUR MIND SET

MISCONCEPTION (MC) ABOUT VIVA

MC

IT IS A DEFENSE.

YOU SHOULD DEFEND YOUR WORK, BUT NOT BECOME DEFENSIVE. PLEASE TO **SHARE** IT. BE POSITIVE



NO!

MC

THE EXAMINERS ARE LOOKING FOR MISTAKES. THEY WANT TO SHOOT YOU

IF TRUE . DON'T ARGUE. ADMIT YOUR MISTAKES AND ACCEPT THEM AND WILL DO CORRECTIONS.

IF NOT, EXPLAIN POLITELY. EXAMINERS CAN ALSO MAKE MISTAKES .

“GREAT MAN ACKNOWLEDGES HIS MISTAKES”

MC

EXAMINERS KNOW EVERYTHING

NO!

THE THESIS IS YOURS. YOU ARE EXPECTED TO KNOW MORE THAN THE EXAMINERS & BE ABLE TO EXPLAIN ABOUT EVERY ASPECT OF YOUR THESIS

BEFORE VIVA

THE THESIS

YOU SHOULD INCLUDE IN THE REFERENCE LIST, YOUR OWN PUBLICATION FROM THE THESIS.

YOU MUST CHECKED AND RE-CHECKED THESIS FOR MISSING PAGES, FORMATTING BEFORE SENDING TO POSTGRADUATE SCHOOL- SOFT COPY IN PDF AND HARD COPY PROPERLY BINDED

RE-READ THESIS MANY TIMES

PUT MARKER FOR EACH CHAPTER FOR QUICK REFERENCE

THE SLIDES

ORGANISE YOUR VIVA PRESENTATION SLIDES ADEQUATELY (20 MINUTES) = APPROX 15-20 SLIDES

AFTER THE END SLIDE, YOU CAN HAVE A FEW MORE SLIDES PREPARED IN CASE YOU NEED TO SHOW THE DETAILS. ONLY SHOW THESE SLIDES IF YOU ARE ASKED.

PRACTICE SLIDES PRESENTATION WITH ONESELF MANY TIMES & WITH CLOSE FRIENDS – TIMING FOR 20 MINUTES

MOCK VIVA

SUPERVISORS AS EXAMINERS

PREPARE ANSWERS FOR SOME EXPECTED QUESTIONS

DURING VIVA

SELF-PREPARATION- TO AVOID PANIC

DRESS FORMALLY / BETTER NOT TO WEAR VIBRANT /CLASHING COLORS
COME 1 HR EARLY TO VIVA ROOM
CHECK THE FACILITIES, ON THE SLIDES
BETTER TO HAVE YOUR COMPUTER ON STANDBY
BRING HARD COPY OF YOUR THESIS
ORGANISE YOUR MATERIALS NEATLY
.....SHARE PAST EXPERIENCE.....

GREET 'N MEET

GET TO KNOW YOUR EXAMINERS &
DO NOT FORGET THE CHAIRMAN/CHAIRLADY OF YOUR EXAMINATION INTRODUCE YOURSELF
& YOUR BACKGEORUD (...BRIEFLY)
SHOW APPRECIATION TO THE CHAIRMAN, EXAMINERS AND SUPERVISORS
THE CHAIRMAN-A VERY IMPORTANT PERSON. HE/SHE DECIDES THE RESULT BASED THE
EXAMINERS WRITTEN REPORT AND FROM THE ORAL PRESENTATION
.....FIRST IMPRESSION COUNTS.....

THE PRESENTATION

SPEAK WITH CLEAR VOICE AND **WITH ENTHUSIASM** - REMEMBER YOU ARE SHARING YOUR WORK
FOLLOW YOUR SLIDES. DO NOT EXPLAIN LENGHTY EXCEPT ON IMPORTANT SECTIONS
KEEP WITHIN 20 MINUTES. LISTEN TO THE CHAIRMAN

DURING VIVA

HOW TO SURVIVE THE QUESTIONING SESSION?

GENERAL QUESTIONS ABOUT YOUR TOPIC

WHAT? & WHY?

HOW DO YOU COME TO DO THIS TOPIC?

APPROACH TO ANSWER SUCH QUESTION: BE TRUE & SINCERE ABOUT YOUR MOTIVATION –PERSONAL MOTIVATION/AND /OR ACADEMIC MOTIVATION

SPECIFIC QUESTIONS –EVERY CHAPTER OF YOUR THESIS

EXAMINERS' FAVOURITE CHAPTERS: **CHAPTER 1**, CHAPTER 3, **CHAPTER 4**, **CHAPTER 5**

APPROACH TO ANSWER THE QUESTIONS: (1) DON'T ANSWER IMMEDIATELY- THINK AND TAKE TIME TO ANSWER (2) EXPLAIN TO THE EXAMINERS WHAT YOU MEAN BY THE STATEMENTS

DURING VIVA

....continue...

SPECIFIC QUESTIONS –EVERY CHAPTER OF YOUR THESIS

EXAMINERS' FAVOURITE CHAPTERS: **CHAPTER 1**, CHAPTER 3, **CHAPTER 4**, **CHAPTER 5**

TIP: It is good if the examiners are known before hand - knowing their strength, we can expect what their focus will be.

APPROACH TO ANSWER THE QUESTIONS:

- DON'T ANSWER IMMEDIATELY-THINK AND TAKE TIME TO ANSWER.
- IF YOU ARE NOT SURE, ASK THE EXAMINER POLITELY TO REPEAT THE QUESTION.
- EXPLAIN TO THE EXAMINERS WHAT YOU MEAN BY THE STATEMENTS IN THE THESIS. SOMETIMES THE WRITING FAILS TO CONVEY THE INTENDED MEANING.

(TIP: it's very convenient to have the hard copy thesis ready to refer for clarification. Also to have the thesis in soft copy saved in the computer used for the presentation to refer easily)

DURING VIVA

....continue...

SPECIFIC QUESTIONS –EVERY CHAPTER OF YOUR THESIS

APPROACH TO ANSWER THE QUESTIONS:

BUT, IF THERE ARE ACTUAL MISTAKES OR MATTERS WHICH ARE MISSING IN THE CHAPTERS. ADMIT AND LISTEN TO THE EXAMINER'S COMMENTS. **Don't argue**. TAKE NOTE OF THEM FOR CORRECTIONS.

SOMETIMES QUESTIONS CAN BE PROVOCATIVE. YOU MUST HAVE SELF-CONTROL AND ANSWER THE BEST YOU CAN. IF YOUR EXPLANATION WAS NOT ACCEPTED, YOU CAN ASK THE EXAMINER FOR SUGGESTIONS.

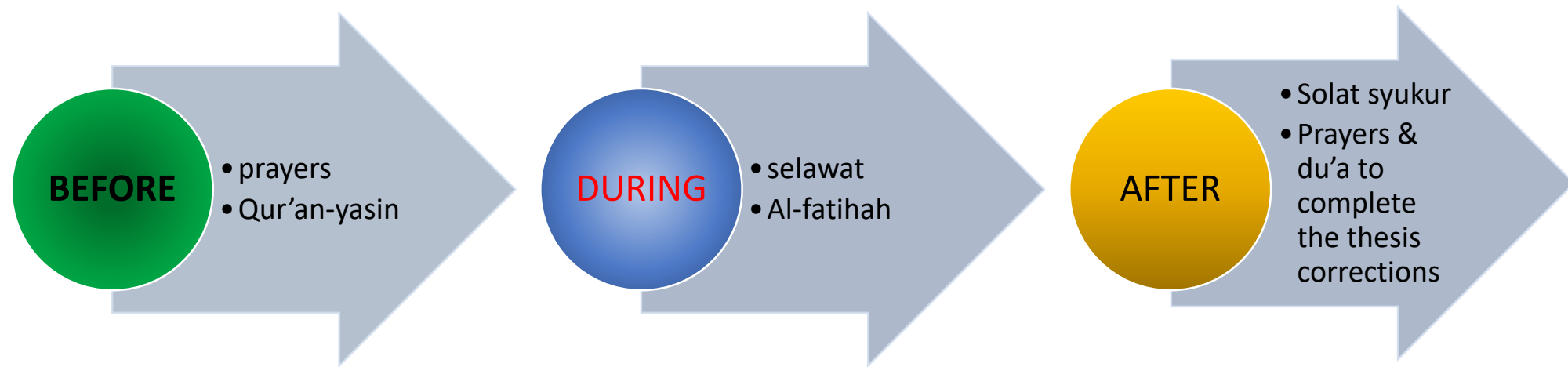


VIVA

- **SPIRITUAL
PREPARATION**

HOW TO SURVIVE A VIVA ??

SPIRITUAL PREPARATION : INTENSIFY YOUR RELATION TO ALLAH & OUR PROPHET SWT /YOUR GOD (FOR NON-MUSLIM)



REMEMBER THIS.....



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DOA AGAR SELALU DALAM PERLINDUNGAN ALLOH

بِسْمِ اللَّهِ تَوَكَّلْتُ عَلَى اللَّهِ

Bismillahi tawakkaltu 'alallah

لَا حَوْلَ وَلَا قُوَّةَ إِلَّا بِاللَّهِ

laa hawla wa laa quwwata illa billah

“Dengan nama Allah, aku berserah diri kepada Allah dan tidak ada daya dan kekuatan kecuali dengan pertolongan Allah.”

(HR. Abu Daud dan Tirmidzi)

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WITH THE GRACE OF THE AL-MIGHT, MAY SUCCESS BE YOURS, AMIN!

THANK YOU.

QUESTIONS ARE WELCOME